



Project Coordinator Compliance & Medical (m/w/d)

Arbeitsort: 55218, Ingelheim am Rhein

Jetzt online bewerben!

What You Can Expect:

- Central point of contact/responsibility and coordinator of Healthcare professionals (HCP) / Healthcare Organisations (HCO)-related Cardio-Renal-Metabolism process stakeholders (agencies, affiliates)
- Organize HCP's logistics for consultancy meetings, congresses, etc. in accordance to national and international laws and industry regulations
- Point of contact for persons in charge of scientific matters such as Medical Advisors, Scientific Relations Manager, TAH Medicine, budget coordinators
- Close cooperation with Contracting and Legal / Compliance
- Ensure processing of relevant documents for medical events (contracts, travel information, etc.; after the activity: invoices and spend capture)
- Coordination of internal processes & approvals (Contracts, Confidentiality Disclosure Agreements (CDAs), Non-Trial Agreements (NTAs), Service Agreements, etc.)
- Completion of Spend Captures in accordance to national and international laws and industry regulations
- Maintenance and documentation of internal tracking (budget list, event tracking sheet, spend capture)

What You Should Bring:

- Bachelor's degree in business administration or completed apprenticeship with first working experience
- Familiar with compliance aspects
- Discreet handling of sensitive and confidential information
- High level of flexibility - used to work in a fast-changing environment
- Professional experience in a similar role in an international environment
- Profound computer skills (MS Office)
- Fluent in English & German Language

tracking, contract tracker, etc.)

This is a temporary position, with the possibility of extension.

Interested? We look forward to receiving your application

Benefits:



Verantwortungsvolle
Aufgaben



Mobiles Arbeiten



Eigenverantwortliches
Arbeiten



Firmeninterne
Kantine



Konzernweites
"Netzwerken"



Öffentliche
Verkehrsanbindung



Internes
Gesundheitsmanagement



Intensive
Einarbeitung



Mitarbeiter-Events



Betriebliche
Altersvorsorge
und BU-
Versicherung



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Teilen:

